

INDIANA

Public Charter Schools Grant Program

PCSP Subgrant for

IMPLEMENTATION

2008-2010 Continuation Request



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

151 W. Ohio Street
Indianapolis, IN 46204

TABLE OF CONTENTS

PART I: GENERAL INFORMATION

DEADLINE AND SUBMISSION ADDRESS	3
OVERVIEW	4
GUIDELINES	5

PART II: INSTRUCTIONS AND REQUIREMENTS

COVER PAGE	7
CONTACT INFORMATION	8
ENROLLMENT INFORMATION	9
ASSURANCES	10
DIRECTIONS TO SCHOOLS	12

PART III: EVALUATION CRITERIA

PREFERENCE POINTS: PROPORTIONAL DEMOGRAPHICS	12
NARRATIVE	13
BUDGET	15

PART IV: FORMS AND CHECKLIST

SAMPLE CONTINUATION REQUEST STRATEGIC PLAN	16
CONTINUATION REQUEST STRATEGIC PLAN	17
GRANT BUDGET OVERVIEW	18
SUPPLEMENT A	19
CHECKLIST	20

PART V: APPENDIX A

GLOSSARY OF TERMS	21
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PART VI: ATTACHMENTS

SCORING RUBRIC	File Name rubric_implementation0810 on the CD; downloadable at http://www.doe.state.in.us/alted/welcome.html in the Find it Fast box.
IMPLEMENTATION BUDGET TEMPLATE	File name Implementation Budget Template on the CD; downloadable at http://www.doe.state.in.us/alted/welcome.html in the Find it Fast box.

Requests for federal grant funds for implementation activities will be accepted between May 19 and July 25, 2008. Requests must be **RECEIVED** by the Indiana Department of Education no later than **4:30 PM (EDT—Indianapolis time), July 25, 2008.**

LATE REQUESTS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES—NO EXCEPTIONS.

Any school submitting a continuation request that has not been **RECEIVED** by 4:30PM (EDT) on July 25, 2008 will be **INELIGIBLE** for implementation funds.

There will be no exceptions to the deadline for continuation requests under any circumstances.

Please note that requests must be **RECEIVED** by the deadline, not postmarked.

Submit requests for continuation funds (original and one copy) to:

Kim Stewart, Charter School Specialist
Indiana Department of Education
151 W. Ohio Street
Indianapolis, IN 46204

For information or assistance regarding the federal grants program, contact Kimb Stewart, IDOE Charter School Specialist, at 317-234-2137 or email at kstewart@doe.in.gov.

2007-2010 PCSP SUBGRANTS FOR IMPLEMENTATION ACTIVITIES

Overview

In 2007, the Indiana Department of Education received federal grant dollars under Title V, Part B, Subpart 1: Public Charter Schools Program (PCSP), of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001. The PCSP allows the Department of Education to provide subgrants to charter schools for initial planning and implementation activities. Funds will be available from this grant through July 31, 2010.

The purpose of Indiana's PCSP subgrant program is to increase the number of high quality charter schools across the state by providing financial assistance through funding for planning, program design, and initial implementation of a charter school and to support charter schools in conducting high quality educational programs.

Goals of Indiana's 2007-2010 PCSP subgrant are:

- 1. Prepare charter schools to be academically successful.*
- 2. Support and prepare charter schools to serve diverse populations and close achievement gaps.*
- 3. Support charter schools to be fiscally responsible and stable for long-term viability.*
- 4. Increase parent & community knowledge of charter schools.*

Charter schools that are open and operating or will be open and operating by the fall of 2008 may request up to two years of continuation funds for implementation activities. Requests must demonstrate compliance with the federal charter schools act, which stipulates the manner in which funds for implementation activities may be allocated.

Charter schools requesting continuation funds for implementation activities must meet a series of benchmark requirements detailed in this continuation request. Requests must exhibit creativity and innovation for educational programs as well as provisions for accountability for student performance. Successful continuation requests will also provide a sound management and continuation plan to insure long-term viability.

PCSP SUBGRANTS FOR IMPLEMENTATION ACTIVITIES: GUIDELINES

Eligibility:

Schools requesting continuation funds for implementation activities in 2008-2010 will be operating charter schools that will open no later than the fall of 2008. These schools will have previously received grant funds for planning activities and will qualify for continuation funds to be used for up to 24 additional months of implementation.

*NOTE: Schools open and operating as of fall 2008 that have **never before** received PCSP funds (i.e., have not received planning funds) are also eligible for up to 24 months of funding for implementation activities; however, they must submit an Application for Implementation Funds and may not utilize this Continuation Request document. Applications for Implementation Funds can be obtained from the Indiana Department of Education. Please contact Kimb Stewart by phone or email (see page 3 of this packet) to obtain an application.*

Allowable Activities:

Implementation: Grant funds for implementation may be used to support the following activities:

- Dissemination of information to the community about the school
- Acquisition of equipment and educational materials and supplies
- Acquisition or development of curriculum materials, and
- Other initial costs that cannot be funded by state or local sources.

Specific implementation activities may include: professional development of teachers and other staff who work in the school; refinement of the educational goals and measurable objectives of the school; acquiring necessary educational equipment and materials; curriculum development; development of program and school evaluation strategies and materials; payment of consultants performing work directly related to the program and operation of the charter school; and other initial start-up costs directly related to the charter school not funded by state or local sources.

Implementation funds may NOT be used for (please note this list is not exhaustive):

- The acquisition or major renovation of a facility
- The acquisition of any vehicle
- Construction
- Recurring operational expenses such as teacher or administrator salaries, facility leasing, and utilities.
- Establishment of contingency or petty cash funds
- Purchase of non-instructional office furniture

Any combination of planning and implementation activities may not exceed the federally allowed maximum of 36 months.

Length of Award

Grant funds for implementation activities will be awarded for a period not to exceed 24 months.

Range of Awards

The Indiana Public Charter School Program will award funds on a competitive basis to eligible schools. Actual award amounts are contingent upon the Department's receipt of federal grant funds. Awards will generally be between \$175,000-\$300,000 maximum and will be made available for activities consistent with the grant criteria (listed under Allowable Activities for Implementation). **DO NOT REQUEST MORE THAN THE MAXIMUM AWARD ALLOWED.** The estimated award range is a projection for the guidance of potential awardees and is **NOT** a guarantee of award amounts.

Review Process

Requests for continuation funds will be evaluated by a grant review panel using the rubric provided. The maximum possible score is 100% (105% with preference points). Reviewers' scores are final. Because a request should score at least 60% to be deemed a high quality continuation project, schools submitting continuation requests scoring less than 60% will be contacted for additional information and assurances before continuation funding is approved; in addition, these schools' projects may be placed in high risk status. Any school receiving the minimum point percentage but receiving a score of 0 or 1 in any section will be required to rewrite that section before funds can be awarded. Award amounts will be based on continuation request scores, perceived need, and recommendations provided by the grant review panel. All funding decisions made by the Indiana Department of Education's Office of Student Learning Choices will be final.

Submission of Continuation Requests:

Request for continuation funds may be submitted between May 19 and July 25, 2008. Requests must be **RECEIVED** (not postmarked, RECEIVED) by the Department no later than **July 25, 2008**.

Award Timeline:

Awardees will be notified of award amounts within 60 days of submitting a request. After award notification, schools may begin receiving allocated funds after submitting a Cash Request Form and any necessary budget revisions, and after the Department has received federal funds.

Requests should be returned to:

Indiana Department of Education
Office of Student Learning Choices
151 W. Ohio Street
Indianapolis, IN 46204
ATTN: Kimb Stewart

Questions should be directed to:

Kimb Stewart, Charter School Specialist
317-234-2137 (Phone)
kstewart@doe.in.gov (Email)

PCSP SUBGRANT REQUEST FOR CONTINUATION FUNDS:

IMPLEMENTATION

2008-2010

**REQUEST FOR:
(Name of Charter School)**

Project Contact Name

Date Submitted

CONTACT INFORMATION

	School Contact Information	
1. Name of charter school		2. Contact Person Name
3. Charter school address (Street, City, State, Zip)		
4. Contact person address (if different from # 3)		
5. Contact person telephone		6. Contact person email
7. Charter school telephone (if different from #5)		
	Sponsor Information	
1. Sponsoring Agency		2. Sponsoring agency contact person
3. Sponsoring agency contact telephone		4. Sponsoring agency contact email
5. Sponsoring agency address		

SCHOOL ENROLLMENT INFORMATION		
Proposed grade levels to be served		
Year	Grade Levels	Projected Student Enrollment
First Year		
Second Year		
Third Year		
Fourth Year		
Fifth Year		
Maximum		
What is the current enrollment of the school (as of the date this continuation request is being submitted)? _____		
Will you work with an EMO? ____ Yes ____ No		
If yes, name the EMO: _____		
Are you requesting preference points as a charter school that serves or will serve proportions of students who are minorities and/or students who receive free or reduced lunch that are at least proportional to the district in which you are located? ____ Yes ____ No		
Amount of Implementation Funding Requested:		

ASSURANCES

Each participating subgrant recipient does hereby agree to comply with the following assurances:
Read and check

___ 1. Subgrant funds will be expended during the specified grant period; standard accounting procedures will be utilized by subgrant recipients and records of all subgrant expenditures will be maintained in an accurate, thorough, and complete manner.

___ 2. Subgrant recipients confirm their understanding that funds for implementation activities will be awarded only if they are an open and operating school (as of fall 2008).

___ 3. Subgrant recipients will participate in all data reporting and evaluation activities as requested or required by the U.S. Department of Education, the Indiana Department of Education, and Indiana Code, including on-site and desk monitoring conducted by the Department of Education, required audits by the state board of accounts, annual reports, and a final expenditure report for the use of subgrant funds. This section includes participation in any federal or state funded charter school research or evaluations. Failure to submit required information may result in a withholding of grant funds.

___ 4. Subgrant recipients will expend implementation funds only for the purpose of implementation activities in a charter school which is nonsectarian in its programs, admissions, policies, employment practices, and all other operations, and which will be in compliance with all Indiana laws and administrative rules regarding staff certification and licensure.

___ 5. Subgrant recipients will comply with all federal laws including, but not limited to, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Part B of the Individuals with Disabilities Education Act.

___ 6. Subgrant recipients will comply with all state and local laws and health and safety requirements applicable to charter schools, including but not limited all laws related to student admissions and enrollment, non-discrimination, data reporting, compulsory student attendance, and accountability.

___ 7. Subgrant recipients will comply with all provisions of the Public Charter Schools Program of the United States Department of Education, including compliance with activities allowable for implementation funds.

___ 8. Subgrant recipients ensure that the charter school will receive funds through programs administered by the United States Department of Education under which funds are allocated on a formula basis. Each charter school will receive such funds for which it is eligible.

It is the responsibility of each charter school that receives funds under this grant to comply with all required federal assurances. Any charter school that is deemed to be in noncompliance with federal or state statute at any time will not be funded. Funded schools will be expected to cooperate with the Indiana Department of Education in the development of certain reports to meet state and federal guidelines and requirements. Funded projects will be required to maintain appropriate fiscal and program records. Funded schools will be required to participate in desk and on-site monitoring activities. If any findings of misuse of funds are discovered, project funds must be returned to the Indiana Department of Education. The Department may terminate a grant award upon thirty days notice if it is deemed by the Indiana Department of Education that the school is not fulfilling the funded program as specified in the approved project or has gone against any signed assurances. Any awardees with funds revoked may appeal the Department's decision and will be eligible for an appeals process through an external review panel.

I have read the above and agree to all terms and assurances of this continuation request.

Signature of Project Contact

Date Signed

Signature of Witness

Date Signed

Please note that sponsors will be informed via memo if charter schools they sponsor submit continuation requests and may receive copies of continuation requests upon request.

DIRECTIONS

All continuation requests must address the items listed on pages 12-15. The request must include the cover page, the signed statement of assurances, and Supplement A. Any requests that are missing these three items will be disqualified.

****FORMATTING REQUIREMENTS****

The request should be typed and **double-spaced**, using no smaller than **12-point font** and **one-inch margins**. Requests should not exceed **30 pages**, excluding cover page, abstract, preference points description, Continuation Funds Strategic Plan, budget information, and Supplement A.

NOTE: REQUESTS THAT DO NOT MEET FORMATTING REQUIREMENTS WILL BE RETURNED TO THE SCHOOL AND WILL NOT BE REVIEWED. A SCHOOL MAY RESUBMIT THE REQUEST AFTER CORRECTING FORMATTING ERRORS ONLY IF THE REQUEST IS SUBMITTED BEFORE THE DUE DATE SPECIFIED ON PAGE 3 OF THIS REQUEST.

REQUIRED ELEMENTS

Abstract (not included in page total)

Provide a one-page overview of your project, including the mission of the charter school, what the charter school expects to accomplish through the use of PCSP continuation funds, and how the PCSP project will serve as a vehicle for increasing student achievement for all students and decreasing achievement gaps.

Preference Points for Proportional Demographics (5% of total score) **(not included in page total but should not exceed 2 pages)**

Charter schools that will serve populations of students who are minorities and/or free or reduced lunch eligible that are at least proportional to the school district in which they are located are eligible for preference points. Schools that are requesting preference points should indicate that they are requesting preference points and should describe:

- A. The school's enrollment demographics, including:
 - The percentage of students who are minorities;
 - The percentage of students who are free or reduced lunch eligible;
 - The methods that were used to calculate the above information.
- B. The demographics (including minority and free/reduced lunch eligibility) of the district in which the school is located.
- C. Marketing and recruiting methods that were and will continue to be undertaken to ensure that the demographic population of the charter school is at least proportional to the district in which the school is located.
- D. Ways in which the school will meet the needs of its student population.

Schools requesting preference points must respond to ALL sections (A-D). Schools that do not provide answers for all sections (A-D) will not be considered for preference points.

Narrative (not to exceed 30 pages)

1. STUDENT ACADEMIC ACHIEVEMENT (20% of total)

- 1(a). Describe activities undertaken while the charter school was being planned to ensure that the school will provide a high quality academic program, and that the school will be prepared to implement the educational programming described in the planning grant application.
- 1(b). Describe specific steps that will be taken to promote strong student achievement for all students, increase achievement for all, and decrease student achievement gaps.
- 1(c). Describe professional development opportunities that have been or will be offered to staff related the school's educational program and increasing academic achievement.
- 1(d). Describe specific steps that will be taken to recruit and retain highly qualified and highly effective teachers who are innovative and appropriate for the school's mission and educational program.
- 1(e). Describe in detail ways in which parents and students will be provided with information about student academic achievement and will be afforded the opportunity to provide feedback to charter school faculty and staff about student achievement and ways in which it could be improved.
- 1(f). Describe how the school will partner with its sponsor to evaluate performance and make adjustments as necessary for continuous school improvement.

2. REFLECTION OF STATUTORY PURPOSES AND SCHOOL DEVELOPMENT (10% of total)

- 2(a). Describe specific ways in which the charter school meets at least one of the statutory purposes of charter schools in Indiana Code 20-24-2-1, including:
 - Serving the different learning styles and needs of public school students;
 - Offering public school students appropriate and innovative choices;
 - Providing varied opportunities for professional educators;
 - Allowing public schools freedom and flexibility in exchange for exceptional levels of accountability; and
 - Providing parents, students, community members, and local entities with an expanded opportunity for involvement in the public school system.
- 2(b). Describe specific ways in which positive school climate has been and will continue to be developed.
- 2(c). Describe in detail ways in which parents and students have been involved and will be involved in developing policies and procedures for the charter school.

- 2(d). Describe specific policies and procedures (i.e., discipline policies, attendance policies, academic policies, parent involvement policies, etc.) that have been developed and put in place at the charter school.
- 2(e). Describe how policies and procedures were developed, how new policies and procedures will be developed, and how they will be implemented.

3. CHARTER SCHOOL GOVERNANCE AND LEADERSHIP (10% of total)

- 3(a). Provide specific evidence that the selected charter school board is representative of the community in which the charter school is located.
- 3(b). Describe how board development will be provided throughout the existence of the charter school.
- 3(c). Provide the names, qualifications, and backgrounds of current board members. Describe the methods by which board members were selected, as well as length of time that current board members will serve and how they will be replaced when their terms have ended.
- 3(d). Describe how the charter school board is autonomous from both the organizing 501(c)(3) and the Education Management Organization (EMO) or Charter Management Organization (CMO), as applicable.

4. THE CHARTER SCHOOL IN THE COMMUNITY (15% of total)

- 4(a). Describe ways in which the charter school will be reflective of the community, but also how the charter school will act as a positive agent of change for the community.
- 4(b). Describe how the community has been involved with the charter school, and ways in which community involvement has evolved throughout the planning of the charter school.
- 4(c). Describe the ways in which the charter school plans to continuously engage the community in strategic planning and decision-making for the school. This section should also include a description of the ways in which the school plans to build active partnerships with community agencies that are not just on paper.

5. CHARTER SCHOOL RECRUITMENT AND ADMISSIONS (10% of total)

- 5(a). Has the charter school had to (or will it have to) conduct a lottery? If so, describe in detail how the lottery was conducted, including due dates for applications, date on which the lottery was conducted (including possible exemptions or weighting), method by which the lottery was conducted, and ways in which the waiting list will be utilized in the upcoming school year. If not, describe why a lottery was not necessary and what steps would have been taken had a lottery been necessary, including how a waiting list would be utilized.
- 5(b). Describe ongoing communication and recruitment activities that have been and will be undertaken in the target community, as well as the level of success of those recruitment activities.

6. CHARTER SCHOOL NEEDS FOR IMPLEMENTATION (20% of total)

- 6(a). Describe what the charter school expects to accomplish with the use of continuation funds for implementation. This section must include specific, measurable goals that the charter school expects to achieve or make progress toward achieving through the use of continuation funding from PCSP.
- 6(b). Why are PCSP continuation funds for implementation uniquely appropriate for accomplishing the goals described in 6(a)?
- 6(c). How will you evaluate progress toward achieving the goals described in 6(a) throughout the 24 months of implementation?
- 6(d). Funding logic model: Please complete the Continuation Funds Strategic Plan on page 17. An example is provided on page 16. Please note that “short term” outcomes should reflect outcomes expected during the first year of implementation, “medium-term” outcomes should reflect outcomes expected during the second year of implementation and possibly the year after (third year the school is open), and “long-term” outcomes should reflect outcomes expected during the fourth and/or fifth years that the school is open. Note that outcomes described in the Strategic Plan should be similar to goals listed in 6(a) and should be consistent with the charter school’s mission and goals set in its charter.

7. CHARTER SCHOOL FISCAL STABILITY (15% of total)

- 7(a). Describe ways in which charter school organizers and personnel have actively attempted to become aware of other funding sources, including funding sources from the federal government and private funding. Describe any additional funds (other than PCSP) that the charter school has obtained or plans to obtain, as well as how these funds will be used in conjunction with PCSP funds.
- 7(b). Describe in detail how the charter school plans to continue after federal grant dollars have expired. Provide evidence of a long-term, sound business plan that includes ways in which the charter school will work with its sponsor to ensure fiscal stability.

8. BUDGET & BUDGET NARRATIVE (UNSCORED)

- 8(a). Complete the Grant Budget Overview (page 18).
- 8(b). Along with the Grant Budget Overview, complete the Implementation Budget Template that was provided on the CD sent to you (the file is named Implementation Budget Template). The Implementation Budget Template is also available for download from the IDOE Website: go to <http://www.doe.state.in.us/alted/welcome.html> and click on Implementation Budget Template in the Find it Fast box.

CONTINUATION FUNDS STRATEGIC PLAN: SAMPLE

Inputs		Activities: What will you fund with PCSP dollars?	Amount: How much PCSP money will you spend?		Outputs		Outcomes		
							Short-term	Medium-Term	Long-Term
PCSP funding		Provide professional development on curriculum	\$8,000		Teachers participate in professional development.		Teachers are knowledgeable about curriculum	Student scores on NWEA for Reading increase.	The school's ISTEP+ passing rate for E/LA increases.
School staff		Buy classroom furniture	\$80,000		All classrooms have furniture.		The school is ready for opening on its first scheduled day (no delays).	Student scores on NWEA for Math increase.	The school's ISTEP+ passing rate for Math increases.
Other (i.e., consultants)		Purchase student computers	\$50,000		Student to computer ratio is 3:1.		All students visit the library during the first week of school.	Student scores on NWEA for Language increase.	The school's ISTEP+ passing rate for Science increases.
		Prepare school for computer installation, including wiring & network set-up	\$15,000		Wired and wireless networks are installed and working.		Computers are actively utilized in every classroom.	Students are engaged, and attendance is high.	School enrollment is at capacity.
		Purchase equipment for the science lab	\$15,000		All science labs (3) in the school are outfitted with equipment.		Community awareness of the charter school begins to increase.	The school is close to its enrollment capacity.	A high percentage of students continue attending the charter school.
		Purchase Smart Boards for classrooms	\$9,500		All classrooms have Smart Boards.		The board understands the school's mission and feels prepared to govern the school.	The charter school board makes policies that reflect the school's mission.	
		Purchase library books	\$10,000		The library is 50% full of books.			Students and parents are satisfied with the school.	
		Hire consultant for board development activities	\$8,000		Board participates in board development activities.				
		Conduct targeted marketing campaign in neighborhood around school with flyers & community meetings	\$4,500		Flyers are distributed and community members attend meetings.				
TOTAL			\$200,000						

CONTINUATION FUNDS STRATEGIC PLAN
ADDITIONAL BOXES MAY BE ADDED AS NEEDED

Inputs		Activities: What will you fund with PCSP dollars?		Amount: How much PCSP money will you spend?		Outputs		Outcomes		
								Short-term	Medium-Term	Long-Term
TOTAL										

GRANT BUDGET OVERVIEW

Describe how the grant funds for implementation activities will be used. This page must be submitted with a budget narrative, using the Implementation Budget Template provided on the CD (file name Implementation Budget Template). The Implementation Budget Template can also be downloaded from the IDOE Website. Go to: <http://www.doe.state.in.us/alted/welcome.html> and click on Implementation Budget Template in the Find it Fast box. For definitions of each budget area, please refer to the glossary of terms provided in Appendix A.

IMPLEMENTATION ACTIVITIES

Budget area year one	Amount Year One		Budget Area Year Two	Amount Year Two
a. Salaries ¹	\$		a. Salaries ²	\$
b. Employee Benefits	\$		b. Employee Benefits	\$
c. Purchased Services	\$		c. Purchased Services	\$
d. Supplies and Materials	\$		d. Supplies and Materials	\$
e. Capital Outlay	\$		e. Capital Outlay	\$
f. Other (if applicable)	\$		f. Other (if applicable)	\$
TOTAL (Year One)	\$		TOTAL (Year Two)	\$
Total Amount Requested (Years One and Two):				\$

****Changes to the approved final budget require written IDOE approval. For schools that received planning funds, Year One implementation funds are contingent upon receipt of a final expenditure report for planning activities. Year Two implementation funds are contingent upon acceptable implementation of Year One and receipt of a final expenditure report for Year One implementation activities.**

¹ In accordance with federal guidelines, teacher and administrator salaries and benefits that are or should be covered by state tuition support may not be paid with PCSP grant funds (ongoing expense).

SUPPLEMENT A

1. Please provide a copy of your school's admission application.
2. Please provide a copy of the written description of the lottery process that you provide to prospective school applicants.

CONTINUATION REQUEST CHECKLIST

- ☐ **Formatting Check: Double-spaced, 12-point font, one-inch margins, no more than 30 pages***
- ☐ Cover Page
- ☐ Signed Assurances Page
- ☐ One-page Abstract
- ☐ Narrative (Not to exceed 30 pages)
- ☐ Continuation Funds Strategic Plan (p.17)
- ☐ Implementation Budget Template (provided on the CD or downloadable at <http://www.doe.state.in.us/alted/welcome.html> in the Find it Fast box)
- ☐ Grant Budget Overview
- ☐ Supplement A: Copy of admission application and written lottery process description for prospective applicants
- ☐ Original and One Copy Submitted

***Remember: requests that do not meet formatting requirements specified on page 12 will be returned to schools and will not be scored. Corrected requests may only be resubmitted if the due date for submission has not passed.**

APPENDIX A

GLOSSARY OF TERMS²

GRANT BUDGET OVERVIEW

CAPITAL OUTLAY: Expenditures for the acquisition of fixed assets or additions to fixed assets. For the purpose of this grant, most capital outlay expenditures, including building acquisition or major renovation projects, are not allowable. However, acquisition of some equipment may be allowable by federal law.

EMPLOYEE BENEFITS: Amounts paid by the school corporation on behalf of employees. These amounts are over and above the gross salary. Examples are health or life insurance, contributions to employee retirement, social security, and workmen's compensation.

OTHER: In the Budget Overview Section, "other" expenses would include amounts paid for expenses not covered in the other categories. This might include expenditures for technology related expenses, distance learning equipment, and wireless equipment.

PURCHASED SERVICES: Amounts paid for personal services rendered by personnel who are not on the payroll of the school corporation, and other services that the school corporation may purchase. The primary reason for the purchase is the service provided. Examples might include expenditures for services rendered through special arrangements with a company, person, or other educational agency or institution; data processing services; travel costs; advertising materials, marketing, etc.

SALARIES: Amounts paid to employees who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions.

This section of the Grant Budget Overview should include anticipated expenditures for salaries of personnel performing direct services for the planning and implementation projects of the charter school. Future teachers and future administrative staff who are playing direct roles in the planning phase of the charter school may be paid with funds from this grant *until the school opens*.

Please note that in accordance with federal statute, once a school opens, ANY AND ALL salaries for personnel that are or should be covered by state and/or local funding may NOT be paid with federal subgrant dollars. Budgets requesting funding for teacher salaries after a school has opened will not be funded.

SUPPLIES AND MATERIALS: Amounts paid for material items of expendable nature that will or can be consumed, worn out, used up, or deteriorated by use. Examples may be operational supplies, textbooks, or other instructional materials.

² Grant budget overview term definitions are taken from Part 7: Classification and Definition of Object Accounts, in the Indiana State Board of Accounts' *Indiana Public School Corporation Manual*, Revised 2003. The manual may be accessed online at <http://www.in.gov/sboa/publications/manuals/school/school03/>.